INSTRUCTIONS FOR PREPARATION OF
ELECTRONICALLY RECORDED DATA SUBMITTED TO THE
DEFENSE CONTRACT ACTION DATA SYSTEM (DCADS)

Part 1 - Introduction

The purpose of this instruction is to establish a standard procedure for the automation and submission of procurement management reports required by DFARS 204.6. This will provide a standard format for use by those organizations specified in DFARS 204.670-1 in submitting these required reports.

For definitions of the data elements referenced in this instruction, See DFARS 253.204-70 and 253.204-71.

Part 2 - Instructions for Automating DD Form 350

This part contains instructions for the automation of Individual Procurement Action (DD Form 350) reports required by DFARS 204.670.

Instructions for Preparing Electronically Recorded DD Form 350 Actions, DD-A&T(M)1014.

a. General. An electronically recorded file, prepared as prescribed below, will be submitted to cover individual DD Form 350 transactions for each month (non-cumulative). Electronic transmission of the data will be coordinated with WHS/DIOR.

(i) Electronically submitted files will follow the formatting instructions included in this document and file names will conform to WHS/DIOR requirements.

(ii) Enclosed with the file will be a summary showing dollar amounts and a record and action count of the number of records in the file. Number of actions will be derived from a count of DD Form 350's for transactions, except that each DD Form 350 with Code 1 in Item A1 (canceling entry) will be counted as minus one (-1). The net dollar amount of procurement will be derived from Item B7 and B8. The data records are described below. The record length of the data record will be 4000 characters.

(iii) Control totals referenced above may be submitted as a separate file or by facsimile to (703) 604-6270.

b. Data Record. This record will be as follows:

DD Form 350 Block	Description	Record Positions
A1	Type of Report	1
A2	Report Number	2-5
A3	Contracting Office Code	6-10
A4	Name of Contracting Office	None
B1	Contract Identification Information	
B1A	Contract Number	
	Defense (See DFARS 204.70)	
	Activity Code	11-16
	Fiscal Year	17-18
	Type of Instrument	19
	Serial Number	20-23
	Blank	24-25
	NOther non-Defense Contract Number	11-25
B1B	Origin of Contract	26
B2	Mod. Order or Other ID Number	27-45
B3	Action Date	
	Year	46-49
	Month	50-51
	Day	52-53
B4	Completion Date	
	Year	54-57
	Month	58-59
	Day	60-61
B5	Contractor Identification Information	
B5A	Contractor Identification Number	62-70
B5B	Government Agency	71
B5C	CAGE Code	72-76
B5D	Contractor Name and Division Name	77-106
B5E	Contractor Address	
	Street	107-132
	City	133-146
	State	147-148
	Zip Code	149-157
B5F	Taxpayer Identification Number (TIN)	158-166
B5G	Parent TIN	167-175
B5H	Parent Name	176-205

Block	Description	Record Positions
B6	Principal Place of Performance	
B6A	City or Place Code	206-210
B6B	State or Country Code	211-212
B6C	City or Place and State or Country Name	213-242
B7	Type Obligation	243
B8	Total Dollars **(In Whole Dollars)**	244-254
B9	Foreign Military Sale	255
B10	Multiyear Contract	256
B11	Total Multiyear Value **(In Whole Dollars)**	257-267
B12	Principal Product or Service	
B12A	FSC or SVC Code	268-271
	(reserved)	272
B12B	DoD Claimant Program Code	273-275
B12C	Program, System or Equipment Code	276-278
	Reserved for DLA use to report service code associated with B12C	279
B12D	SIC Code	280-283
	blank	284-285
B12E	Name/Description	none
B13	Kind of Contracting Action	
B13A	Contract/Order	286
B13B	Type of Indefinite Delivery Contract	287
B13C	Multiple/Single IDC	288
B13D	Modification	289
B14	CICA Applicability	299~~0~~
C1	Synopsis	291~~1~~
C2	Reason Not Synopsized	292~~1~~
C3	Extent Competed	293~~2~~
C4	Sea Transportation	294~~3~~
C5	Type of Contract	295~~4~~
C6	Number of Offerors Solicited	296~~5~~
C7	Number of Offers Received	297~~6~~-299~~8~~
C8	Solicitation Procedures	300~~299~~
C9	Authority for Other Than Full and Open Competition	301~~0~~-302~~1~~
C10	Subject to Labor Standards Statutes	303~~2~~
C11	Certified Cost or Pricing Data	304~~3~~
C12	Contract Financing	305~~4~~
C13	Foreign Trade Data	
C13A	Place of Manufacture	306~~5~~
C13B	Country of Origin Code	307~~6~~-308~~7~~
C14	Commercial Items	309~~8~~

DD Form 350 Block	Description	Record Positions
D1	Type of Business	310~~09~~
D2	Reason Not Awarded to Small Disadvantaged Business	311~~0~~
D3	Reason Not Awarded to Small Business	312~~1~~
D4	Preference Program	
D4A	Type of Small Business Set-Aside	313~~2~~
D4B	Type of Small Disadvantaged Business Set-Aside Preference	314~~3~~
D4C	Historically Black Colleges & Universities or Minority Institutions (HBCU/MI) Set-Aside	315~~4~~
D4D	(reserved)	316~~5~~
D4E	Premium Percent	317~~6~~-319~~8~~
D5	Ethnic Group	320~~19~~
D6	Women-Owned Business	321~~0~~
D7	Small Business Innovation Research (SBIR) Program	322~~1~~
D8	Subcontracting Plan SB, SDB or HBCU/MI	323~~2~~
D9	Demonstration Test Program	324~~3~~
D10	Size of Small Business	325~~4~~
D11	Emerging Small Business	326~~5~~
	Report Month	327~~6~~-328~~7~~
	Reporting Function	329~~8~~
E1	Preference Award Value (**In Whole Dollars**)	330~~29~~-340~~39~~
E2	Set Aside Value (**In Whole Dollars**)	341~~0~~-351~~0~~
E3	Next Low Offer (**In Whole Dollars**)	352~~1~~-362~~1~~
E4	Contingency Operation	363
	Number of Actions (As required for consolidated reports)	364~~2~~-367~~5~~
	(reserved for WHS/DIOR use)	368~~6~~
	Version Numb~~bb~~er	
	Fiscal Year (Enter **98**)	369~~7~~-370~~68~~
	Change Number (Enter **00** (zero, zero))	36~~9~~71-372~~0~~
	(Reserved for Army use)	373~~1~~-392~~0~~
	System generating DD350	373~~1~~-374~~2~~
	SA - SAACONS; PD - PADD~~SS~~; SS - SSDC; RL - ARL; DW - DSWA; DC - DeCA; RP - DARPA; D~~SS~~ - DISA(ZD10); CC - DISA DECCO; MD - BMD~~O~~O)	
	If you are gen~~ee~~erating electronic files to submit to the Army and are not listed above, please ~~ce~~contact the U.S. Army Contracting Support Agency at (703) 681-9781 ~~oo~~r DSN 761-9781 to assign appropriate code.	
	Not-Edited Indicator (NE or blank)	375~~3~~-376~~4~~
	Buyer_ID (5 character code or less)	377~~5~~-381~~79~~
F1	Contracting Officer Signature(5 character code or less)	381~~0~~-385~~4~~
	blank	387~~5~~-392~~0~~
	(reserved for future use)	393~~0~~-400

This page is reserved for DD Form 350

Instructions for Editing of DD Form 350 Actions of More Than $25,000

a. Individual Record Edit.

DD Form
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Block   Length   Title

PART A

A1   1   *Type of Report*
        (1) Valid Codes: 0 - Original DD 350 record, 1 - Cancelling or 2 - Correcting.
        (2) If A1=1 or 2; an original entry must have been previously submitted this fiscal year.
        (3) If A1=1; all remaining fields must be completed as in the original.
        (4) If A1=2; all changed fields <u>and</u> unchanged fields must be completed.

A2   4   *Report Number*
        (1) Right justified - zero filled.
        (2) Unique within FY for new records for a given contracting office.
        (3) Cannot be all zeros.

A3   5   *Contracting Office Code*
        (1) Left justified - blank filled.
        (2) Must be a valid code provided to WHS/DIOR prior to DD350 submission.

A4   *Name of Contracting Office*
        Not entered into system.

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<u>Block</u> <u>Length</u> <u>Title</u>

PART B

B1   <u>Contract Identification Information</u>

B1A   15   *Contract Number*
        (1) Left justified - blank filled.
        (2) No embedded blanks or special characters.

B1B   1   *Origin of Contract*
        (1) Valid codes: A - DoD, B - NASA or C - Other non-DoD agency.
        (2) If positions 1 thru 6 of B1A are a valid DoD PIIN; B1B must =A.
        (3) If B1B=A:
          a) B1A must be 13 characters;
          b) Positions 1 thru 6 of B1A must be a valid code identifying the DoD department/agency that
        issued the instrument;
          c) Positions 7 & 8 of B1A must be the last 2 digits of FY in which initial contract number was
        assigned;
          d) Position 9 of B1A, Type of Instrument code, must be listed in DFARS 204.7003;
          e) Position 9 of B1A must not be the letters **B, I, J, N, O, Q, R, T, U or Y;** and
          f) Position 10 of B1A cannot be the letters **I** or **O**.

B2   19   *Modification, Order, or Other ID Number*
        (1) No embedded blanks or special characters.
        (2) May be blank.
        (3) If B1B=A; positions 1 thru 6 of B2:
          a) may be used for reporting modification numbers from the contracting or administration office
        or
          b) may be used for reporting order or call numbers and modifications to order or call numbers.
        (4) If B1B=B or C:
          a) Positions 1 thru 6 of B2 must be a valid code identifying the DoD department/agency that
        issued the instrument;
          b) Positions 7 and 8 of B2 must be numeric and equal to or less than current fiscal year;
          c) Position 9 of B2 must =<u>A or </u>F;
          d) Position 10 of B2 cannot be the letters **I** or **O**; and
          e) Positions 11 thru 13 of B2 may not be blank.
          f) Positions 14 thru 19 of B2 may contain modification codes or may be blank.

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Block   Length   Title

B3   8   *Action Date* (YYYYMMDD)
        (1) Must be eight numeric digits.
        (2) Positions 1 thru 4 of B3 must not be greater than current calendar year.
        (3) If B1B=A; positions 3 & 4 of B3 must be equal to or greater than positions 7 & 8 of B1A,
        except 1st quarter action dates (1 Oct thru 31 Dec) year may be 1 less than position 7 & 8 of B1A.
        (4) Positions 5 & 6 of B3 must be numeric, 01 thru 12, representing the calendar month.
        (5) Positions 7 & 8 of B3 must not be greater than the last day of the month.
        (6) If A1=2; B3 must be equal to the month of original record.

B4   8   *Completion Date* (YYYYMMDD)
        (1) Must be eight numeric digits.
        (2) Position 1 & 2 of B4 must =19 or 20.
        (3) If B1B=A; positions 3 & 4 of B4 must not be less than positions 7 & 8 of B1A minus 1.
        (4) Positions 5 & 6 of B4 must be numeric, 01 thru 12, representing the calendar month.
        (5) Positions 7 & 8 of B4 must not be greater than the last day of the month.

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Block   Length Title

B5   Contractor Identification Information

B5A   9   *Contractor Identification Number*
                (1) Dun & Bradstreet Corp. Data Universal Numbering System (**DUNS**) code:
                  a) must be 9 numeric digits; and
                  b) position 9 of B5A is a MOD 10 + 5 check digit.

                        MOD 10 + 5 Check Digit Calculation

0	4	9	9	7	7	4	7	
x1	x2	x1	x2	x1	x2	x1	x2	
0	+8	+9	+1+8	+7	+1+4	+4	+1+4	= 47

                        50 - 47 = $\underline{3}$ + $\underline{5}$ $\underline{3}$ and $\underline{8}$ = check digit
                        DUNS = 04-997-747$\underline{8}$

B5B   1   *Government Agency*
                (1) Valid codes: Y or N.
                (2) If B5B=Y; all blocks in Parts C & D must be blank.

B5C   5   *Commercial and Government Entity (CAGE) Code*
                (1) May be blank.
                (2) Do not use the letters **I** or **O** in any position.
                (3) Must be a valid code assigned by Defense Logistics Service Center, Battlecreek, MI.

B5D   30   *Contractor Name*
                (1) Must not be blank.

B5E   51   *Contractor Address*
                (1) Enter complete address.
                (2) Positions 1 thru 26 of B5E must contain street address and cannot be blank.
                (3) Positions 27 thru 40 of B5E must contain city name and cannot be blank.
                (4) Positions 41 & 42 of B5E must contain state/country abbreviation and cannot be blank.
                (5) Positions 43 thru 47 of B5E may contain postal Zip code or may be blank.
                (6) Positions 48 thru 51 of B5E may contain postal Zip code extension or may be blank.

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B5F   9   *TIN*
      (1) Must be 9-digit numeric or blank.
      (2) Must not be all the same digit. ex. 000000000 or 999999999
      (3) If B5A=114679194 (*Brand Name Contractors*), 153906193 (*European Utility Companies*),
      790238638 (*Classified Domestic Contractors*) or 790238851 (*Classified Foreign Contractors*);
      B5F must be blank..
      (4) B5F cannot equal B5A.

B5G   9   *Parent TIN*
      (1) Must be 9-digit numeric or blank.
      (2) Must not be all the same digit. ex. 000000000 or 999999999
      (3) If B5G is completed; B5F must not be blank.
      (4) B5G cannot equal B5A.

B5H   30   *Parent Name*
      (1) If B5G is completed; B5H must not be blank.
      (2) If B5H is completed; B5F must not be blank.
      (3) If B5H is completed; B5G must not be blank.

B6   Principal Place of Performance

B6A   5   *City or Place Code*
      (1) Valid codes: FIPS Pub 55.
      (2) Must be blank for foreign countries. (This includes Antarctica "AY" and Cuba "CU").
      (3) Do not use FIPS Pub 55 location codes where the first position of the class code =X or Z.
      (4) If city or locality is not listed or where the first position of the class code =X or Z; find the
      appropriate county and enter 5-digit numeric county code.

B6B   2   *State/U.S. Outlying Area or Country Code*
      (1) Valid Codes: See attachments A thru D.
      (2) For U.S. outlying areas see attachment B.
      (3) If B6B=11 (Washington, DC); B6A must =50000.
      (4) Classified domestic may be 98, classified foreign may be ZZ.
      (5) If B6B=98 or ZZ; B6A must be blank.

B6C   30   *City or Place & State or Country Name*
      (1) Must not be blank.
      (2) Enter city and state for U.S. and U.S. outlying areas.
      (3) Enter only country name for foreign, do not enter city name.
      (4) Do not use abbreviations for country names.

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Block   Length   Title

B7   1   *Type of Obligation*
                 (1) Valid codes: 1 - obligation or 2 - deobligation.

B8   11   *Total Dollars* **(In Whole Dollars)**
                 (1) Must be an absolute value numeric field, greater than or equal to 25000.
                 Note: $25,000.01 - $25,000.49 is rounded to 25000)

B9   1   *Foreign Military Sale*
                 (1) Valid Codes: Y or N.

B10   1   *Multiyear Contract*
                 (1) Valid codes: Y or N.
                 (2) If B2 is not blank; B10 must =N.
                     (Note. This edit does not apply to DLA Defense Fuels - Contracting Office 0600)

B11   11   *Total Multiyear Value* **(In Whole Dollars)**
                 (1) Must be an absolute value numeric field.
                 (2) If B10=N; B11 must be zero.
                 (3) If B2 is not blank; B11 must be zero.

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Block   Length Title

B12   Principal Product or Service

B12A   4   ***FSC or SVC Code***
                (1) Valid codes: Section I, DoD Procurement Coding Manual (MN02).
                (2) If position 1 of B12A=A; position 4 of B12A must =1 thru 7.

B12B   3   ***DoD Claimant Program Code***
                (1) Valid codes: A1A, A1B, A1C, A20, A30, A4A, A4B, A50, A60, A70, A8A, A8B, A8C, A90,
                B10, B20, B30, B90, C20, C9A, C9B, C9C, C9D, C9E or S10.
                (2) U.S. Army Corps of Engineers reporting offices (A3) cannot use code B20.

B12C   3   ***Program, System or Equipment Code***
                (1) Valid codes: Section II, DoD Procurement Coding Manual (MN02) or all zeros.
                (2) For **DLA only:** record position 279 must =1, 2, 3 or 4.
                (3) To report another service's code use record position 279 as follows: 1=Army, 2=Navy or
                3=Air Force.

B12D   4   ***Standard Industrial Classification (SIC) Code***
                (1) Must be numeric and a valid code contained in the OMB SIC Manual.

B12E   ***FSC or SVC Description***
                  Not entered into system.

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Block   Length Title

B13   Kind of Contract Action

B13A   1   *Contract/Order*
        (1) Valid codes: 1, 3, 4, 5, 6, 8 or 9.
        (2) If B1B=A; B13A must =1, 3, 4, 5, 8 or 9.
        (3) If B13A=1, 3, 8 or 9; B1B must =A.
        (4) If B1A begins with "GS", "V7" or "OPM"; B13A must =5 or 6.
        (5) If B13A=5 and positions 1 & 2 of B1A="GS";
        B1B must =C;
        positions 3 & 4 of B1A must be numeric;
        position 5 of B1A must =A, B, C, D, F, G, H, J, K, L, N, P or S;
        or
        position 5 of B1A may be "T" if positions 1 & 2 of B12A="S1" (utilities).
        (6) If B13A=5 or 6 and positions 1 & 2 of B1A="GS"; B1B must =C.
        (7) If B13A=6 and positions 1 thru 5 of B1A="V797P";
        positions 6 thru 9 of B1A must be numeric and position 10 of B1A must be alpha or blank and
        positions 11 thru 15 of B1A must be blank.
        (8) If B13A=6 and positions 1 thru 3 of B1A="OPM":
        positions 4 & 5 of B1A must be numeric and greater than 88 *and*
        If positions 4 & 5 of B1A=89; positions 6 thru 9 of B1A must be numeric and positions 10 thru 15
        of B1A must be blank *or*
        If positions 4 & 5 of B1A are greater than 89; positions 6 thru 10 of B1A must be numeric and
        positions 11 thru 15 of B1A must be blank.
        (9) If B13A=6 and positions 1 & 2 of B1A="GS":
        B1A must be a valid Federal Schedule number;
        the letter "O" must not be used in B1A;
        positions 3 & 4 of B1A must be numeric;
        position 5 of B1A must =F or K; *and*
        ((If position 5 of B1A=F; B1A must be 10 characters) *or*
        (If position 5 of B1A=K; B1A must be 14 characters and position 10 of B1A must =S.))
        Note: Monthly updates of the Federal Schedule file may be obtained from WHS/DIOR.

        (10) If B1B=A and position 9 of B1A=A, M, W, P, or V; B13A must =9.
        (11) If B13A=9;
          a) B3 must be greater than 19950702 and
          b) position 9 of B1A must =A, M, P, W or V.

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<u>Block</u>   <u>Length</u> <u>Title</u>

B13A   1   *Contract/Order* (continued)
              (12) If B1B=A and position 9 of B1A=C; B13A must =1 or 3.
              (13) If B1B=A and position 9 of B1A=D; B13A must = 3 or 5.
              (14) If B1B=A and position 9 of B1A=E; B13A must =3.
              (15) If B1B=A and position 9 of B1A=F; B13A must =3 or 8.
              (16) If B1B=A and position 9 of B1A=L; B13A must =3.
              (17) If B1B=A and position 9 of B1A=G or H; B13A must =4.
              (18) If B1B=A and B13A=4 and positions 1 thru 6 of B1A not ="DLA13H" or "SP0300"; 9th
              position of B1A must =G or H.
              (19) If B1B=B or C; B13A must =4, 5 or 6.
              (20) If B5B=Y and B13A=8; position 9 of B1A must =F.
              (21) If position 1 of B12A=A; B13A cannot be 6.
              (22) If B13A=6; position 1 of B12A cannot be A.
              (23) If B11 greater than zero; B13A must =1 or 3;.
              (24) If B13A not =1 or 3; B11 must be zero.
              (25) If B13A=4 and positions 1 thru 6 of B1A ="DLA13H" or "SP0300"; position 9 of B1A may
              be 5 or 6. (**DLA only**)
              (26) If B13A=6; B5B must =N.

              (27) (27) If B13A=6; B12A cannot be S111, S112, S114 or S119.
              (28) If B13A=9; B10 must =N.

B13B   1   *Type Indefinite Delivery Contract*
              (1) Valid codes: A - Requirements Contract, B - Indefinite Quantity Contract, C - Definite
              Quantity Contract or blank.
              (2) If B1B=A and position 9 of B1A=D and B13A=3; B13B must =A, B or C.
              (3) If B13A=5; B13B must =A, B or C.
              (4) If B13A is not 3 or 5; B13B must be blank.

B13C   1   *Multiple/Single IDC*
              (1) Valid codes: M - Multiple Award, S - Single Award or blank.
              (2) If B13B=A, B or C; B13C must =M or S.

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Block   Length   Title

B13D   1   *Modification*
       (1) Valid codes: A, B, C, D, E, F, G, H, J or blank.
       (2) If B13D=A, B, C, D, E, F, G, H or J; B2 must not be blank.
       (3) If B10=Y and B13A=1 or 3 and B13D is blank; B11 must be greater than or equal to B8.
       (4) If B13A=1; B13D cannot be J
       (5) If B13D=J; B13A must =3 and positions 1 & 2 of B2 must ="PZ".
       (6) If B13A=1, 3, 8 or 9 and B2 is blank; B13D must be blank.
       (7) If B13A=1, 3, 8 or 9 and B13D is blank; B7 must =1.
       (8) If B13A=1 or 3 and B2 is blank and B13D is blank; action will be verified to preclude
       reporting of multiple definitive actions for the same contract. (WHS/DIOR internal use - refer to
       ODDP/CPA)
       (9) If B13D=E; B7 must =2.

B14   1̶   *CICA Applicability*
       (1) ——(1) Valid codes: A, B, C or D.
       (2) (2) If B13A=6; must =B̶A̶.
       (3) If B13A=9; must =C.
       (4) If B14=C; B13A must =9.

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Block   Length   Title

PART C   All fields must be blank if B5B=Y.

C1   1   *Synopsis*
       (1) Valid codes: A - Synopsis Only, B - Combined Synopsis/Solicitation, N - No or blank.
       (2) If B5B=Y or B13A=6; C1 must be blank.
       (3) If B5B=N; C1 must =A, B or N.

C2   1   *Reason Not Synopsized*
       (1) Valid codes: A -Urgency, B - Use of FACNET, Z - Other Reason or blank.
       (2) If B5B=Y or B13A=6; C2 must be blank.
       (3) If C1=A or B; C2 must be blank.
       (4) If B5B=N and B13A is not 6 and C1=N; C2 must =A, B or Z.

C3   1   *Extent Competed*
       (1) Valid codes: A, B, C, D or blank.
       (2) If B5B=Y; C3 must be blank.
       (3) If B5B=N; C3 must =A, B, C or D.
       (4) If B13A=6; C3 must =A.
       (5) If B5B=N and B12A=S111, S112, S114 or S119; C3 must =A or B.

C4   1   *Sea Transportation*
       (1) Valid codes: Y, N, U or blank.
       (2) If B1B=B or C, or B5B=Y or B13A=6 or 9; C4 must be blank.
       (3) If B1B=A and B5B=N and B13A is not 6 or 9; C4 must =Y, N or U.

C5   1   *Type of Contract*
       (1) Valid codes: A, J, K, L, R, S, T, U, V, Y, Z or blank.
       (2) If B5B=Y or B13A=6; C5 must be blank.
       (3) If B5B=N and B13A is not 6; C5 must =A, J, K, L, R, S, T, U, V, Y or Z.

DD Form
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Block   Length   Title

NOTE: Blocks C6, C7, C8 and C9 will be blank for pre-CICA contracts. Blocks C8 and C9 will be blank for contracts awarded using simplified acquisition procedures.

C6   1   *Number of Offerors Solicited*
    (1) Valid Codes: 1, 2 or blank.
    (2) If B1B=B or C, or B5B=Y~Y~, or B13A=6 or B14=A; C6 must be blank.
    (3) If B1B=A and B5B=N and B13A is not 6 and B1~1~4=B, C or D; C6 must =1 or 2.

C7   3   *Number of Offers Received*
    (1) Must be three numeric digits or blank.
    (2) If B5B=Y or B13A=6 or B1~4~4=A; C7 must be blank.
    (3) If ~b14=A, B or C and~ B5B=N and B13A is not 6 and B14=B, C or D; C7 must be 001 thru 999.

C8   1   *Solicitation Procedures*
    (1) Valid Codes: A ,B, C, D, E, F, G, K, N or~r~ blank.
    (2) ~(2)~ If B5B=Y or B13A=6 or 9 or B1~4~4=A; C8 must be blank.
    (3) If C6, C7 and C8 are not blank; B14 must =B.
    (4) If C6 and C7 are not blank and C8 is blank; B14 must =C or D.
    (5) If B5B=N and B13A is not 6 and C6, C7 and C8 are blank; B14 must =A.
    (6) If B5B=N and B13A is not 6 or 9 and B14=B; C8 must =A, B, C, D, E, F, G, K or N.
    (7~7~) If B1B=A and C8=A, F or K; C6 must =2.
    (8~5~) If C7=1 and C8=N; C3 must not be A.
    (9~6~) If C8=A, B, C, D, E, F, G or K; C3 must =A.
    (10~7~) If C8=D; B12A must =C1--, C2--, T002, T004, T008, T009, T014, R404 or (9999 if B5A=790238638 or 79~0~0238851.)
    (11~8~) If C8=E; position 1 of B12A must =A *or* B12A may be 9999 if B5A=790238638 or 790~2~238851.

C9   2   ***Authority for Other Than Full & Open Competition***
   (1) Valid Codes: 1A, 1B, 1C, 1D, 1E, 1F, 1G, 2A, 3A, 4A, 5A, 5B, 6A, 7A or blank.
   (2) If B5B=Y or B13A=6 or 9 or B14=A; C9 must be blank.
   (3) If C8=A thru K; C9 must be blank.
   (4) If B9=N and C9=4A; this action will be flagged for verification. (WHS/DIOR internal use - refer to ODDP/CPA)
   (5) If b14=A, B or C and C2=A and B13A is not 6 or 9 and B14=B; C8 must =N and C9 must =2A.
   (6) If C7=1 and C8=N and C9=1A, 1B, 1C, 1D, 1F, 1G, 2A, 3A, 6A or 7A; C3 must =C or D
   (7) If C7 greater than 1 and C8=N and C9 is not 1E, 4A, 5A or 5B; C3 must =A.
   (8) If C8=N; C9 must =1A, 1B, 1C, 1D, 1E, 1F, 1G, 2A, 3A, 4A, 5A, 5B, 6A or 7A.
   (9) If C9=1C; position 1 of B12A must =A *or* B12A may be 9999 if B5A=790238638 or 790238851.
   (10) If C9=1E; positions 1 & 2 of B12A must ="S1".
   (11) If C9=1E, 4A or 5B; C3 must =B.
   (12) If C9=5B; position 1 of B12A must be numeric.
   (13) If C9=7A; this action will be flagged for verification. (WHS/DIOR internal use - refer to ODDP/CPA)

C10   1   ***Subject to Labor Standards Statutes***
   (1) Valid codes: A, C, D, Z or blank.
   (2) If B5B=Y or B13A=6; C10 must be blank.
   (3) If B5B=N and B13A is not 6; C10 must =A, C, D or Z.
   (4) If C10=C; position 1 of B12A must be alpha *or* B12A may be 9999 if B5A=790238638 or 790238851.
   (5) If C10=D; position 1 of B12A must =Y or Z, or B12A must =F015, P400, P500 or (9999 if B5A=790238638 or 790238851) and B12B must =C20.

C11   1   ***Certified Cost or Pricing Data***
   (1) Valid codes: Y, N, W or blank.
   (2) If B1B=B or C, or B5B=Y, or B13A=6; C11 must be blank.
   (3) If B1B=A and B5B=N and B13A is not 6; C11 must =Y, N or W.

C12   1   ***Contract Financing***
   (1) Valid codes: A, B, C, D, E, F, Z or blank.
   (2) If B1B=B or C, or B5B=Y, or B13A=6; C12 must be blank.
   (3) If B1B=A and B5B=N and B13A is not 6; C12 must =A, B, C, D, E, F or Z.
   (4) If C5=R, S, T, U, V, Y or Z; C12 must =D or Z.

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C13   Foreign Trade Data

C13A   1   *Place of Manufacture*
               (1) Valid codes: A-U.S., B-Foreign or blank.
               (2) If B1B=B or C or B5B=Y; must be blank.
               (3) If C13A=A; B6B must be numeric, AY or CU. (see attachments A & B).
               (4) If C13A=B; B6B must be a valid foreign country code. (see attachments C, D & E).

C13B   2   *Country of Origin*
               (1) Valid Country Codes FIPS Pub. 10 or blank. Do not use U.S. State codes (01 thru 56) or
               U.S. outlying areas (60, 64, 66, 68, 69, 72, 74, 78, AY, CU).
               Note - Trust Territory of Palau (70) is excluded.
               (2) If B1B=B or C or B5B=Y; C13B must be blank.
               (3) If C13A=A or B; C13B must not be blank.
               (4) If C13A is blank; C13B must be blank. (Except DLA when B5B=Y or B13A=6.)
               (5) See attachments C and D for valid codes.

C14   1   *Commercial Items*
               (1) Valid codes: Y, N or blank.
               (2) If B1B=B or C, or B5B=Y, or B13A=6; C14 must be blank
               (3) If B1B=A and B5B=N and B13A is not 6; C14 must =Y or N.
               (4) If B1~~1~~4=D~~B~~ and C14=Y; absolute value of B8 must be less than or equa~~l~~l to 5,000,000.
               (5) If B1~~3~~3A=9 and C14=N and B12B is not B20; absolute value of B8 must be less than or equal
                    to 100,0~~0~~0.
               (6) If C14=Y; C5 must =J or K.

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PART D   <u>All fields must be blank if B5B=Y or B13A=6.</u>

D1   1   *Type of Business*
          (1) Valid codes: A, B, C, D, F, L, M, U, V, Z or blank.
          (2) If B5B=Y or B13A=6; must be blank.
          (3) If B5B=N and B13A is not 6; must =A, B, C, D, F, L, M, U, V or Z.
          (4) If D1=A, B, C, D, F, U, V or Z; B6B must represent a location <u>inside</u> the U.S. (01 thru 56) or
          U.S. outlying areas (60, 64, 66, 68, 69, 70, 72, 74, 78, AY, CU)
          (5) If D1=L or M; positions 43 thru 51 of B5E must be blank.
          (6) If D1 is not L or M; positions 43 thru 47 of B5E must be numeric.
          (7) If D1 is not L or M; positions 48 thru 51 of B5E must be numeric or blank.
          (8) If D1=L or M; C10 must =Z.
          (9) If D1=M; B6B must be outside the U.S., etc. (see B6B).
          (10) If D1=U or V; position 1 of B12A must be alpha *or* B12A may be 9999 if B5A=790238638
          or 790238851.
          (11) If B5A is not 114679194 and D1=A, B, C, F, M, U or V; B5F must be 9-digit numeric.
          (12) If B1B=A and position 9 of B1A=F and B5B=N and B13A=8; D1 must =D.

D2   1   *Reason Not Awarded to Small Disadvantaged Business (SDB)*
          (1) Valid Codes: A, B ,C, D, Z or blank.
          (2) If B1B=A and D1=A, D, F, L, M, U, V or Z; D2 must be blank.
          (3) If B5B=Y or B13A=6; D2 must be blank.
          (4) If D1=B or C; D2 must =A, B, C, D or Z.
          (5) If B1B=B or C and B13A=5; D2 must =Z.
          (6) If D2=D; C3 must =A.
          (7) If <u>B</u>~~b~~14=B, C or D and D2=D; C7 must be greater than 1.

D3   1   *Reason Not Awarded to Small Business Concern (SB)*
          (1) Valid codes: A, B, C, D, Z or blank.
          (2) If B1B=A and D1=A, B, D, F, L, M, U, V or Z; D3 must be blank.
          (3) If B5B=Y or B13A=6; D3 must be blank.
          (4) If D1=C; D3 must =A, B, C, D or Z.
          (5) If B1B=B or C and B13A=5; D3 must =Z.
          (6) If D3=D; C3 must =A.
          (7) If <u>B</u>~~b~~14=B, C or D and D3=D; C7 must be greater than 1.

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D4   <u>Preference Program</u>

D4A   1   ***Type of Small Business Set-Aside***
            (1) Valid Codes: A, B, C, E or blank.
            (2) If B5B=Y or B13A=6; D4A must be blank.
            (3) If B5B=N and B13A is not 6; D4A must =A, B, C or E.
            (4) If B13A=9; D4A must =A, B or E.
            (5) If B13A is not 9 and D4A=E:
              C6 must =2;
              C8 must =D, E, G, K *or*
              C8 must =N and C9 must =2A, 3A, 6A or 7A; *and*
              D1 must =A.
            (6) If B13A=9 and D4A=E;
              C6 must =2; and
              D1 must =A.
            (7) If ~~b14=A, B or C and~~ B1B=A and B13A is not 9 and <u>B14=</u>B <u>and</u> D4A =B or C :
              C6 must =2;
              C8 must =D, E, F, G, K *or*
              C8 must =N and C9 must =2A, 3A, 6A or 7A; *and*
              D1 must =A, B or D.
            (8) If ~~b14=A, B or C and~~ B1B=B or C and B13A is not 9 <u>and B14=</u>B <u>and</u> ~~and~~ D4A =B or C ;
              C6 must be blank;
              C8 must =D, E, F, G, K *or*
              C8 must =N and C9 must =2A, 3A, 6A or 7A; *and*
              D1 must =A, B or D.
            (9) If B<u>1</u>~~1~~4=A and D4A =B or C:
              C3 must =A; and
              D1 must =A, B or D.
            (10) If B13A=9 and D4A=B:
              C3 must =A;
              C6 must =2; and
              D1 must =A, B or D.
            (11) If D1=C, F, L, U, V or Z; D4A must =A.

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D4B   1   ***Type of Small Disadvantaged Business Set-Aside Preference***
        (1) Valid Codes: A, B, C, D, E, F or blank.
        (2) If B5B=Y or B13A=6; must be blank.
        (3) If B5B=N and B13A is not 6; must =A, B, C, D, E or F.
        (4) If B5B=N and B12A=S111, S112, S114 or S119 ;
          D4B must =A, C, D or E.
        (5) If D1=C, F, L, U, V or Z; D4B must =A.
        (6) If D4A=E: D4B must =C.
        (7) If D4B=B; C3 must =A or B.
        (8) If D4B=B, C, D, E or F: D1 must =A.
        (9) If B1B=A and D4B=B, C, D, E or F; D2 and D3 must be blank.
        (10) If D4B=B, D or F; D4A must =A.
        (11) If D4B=C, D or E: C6 must =2.
        (12) If ~~b14=A, B or C and~~ B13A is not 9 and __B14=__B __and__ D4B=C or E;
          C8 must =D, E, G, K *or*
          C8 must =N and C9 must =2A, 3A, 6A or 7A.
        (13) If ~~b14=A, B or C and~~ B13A is not 9 and __B14=__B __and__ D4B=B:
          B12A cannot start with S1;
          C3 must =A or B;
          C8 must =K *or*
          C8 must =N and C9 must =5A.
        (14) If B13A=9 and D4B=B;
          B12A cannot start with S1 and
          C3 must =A or B.
        (15) If B__1__~~1~~4=A and D4B=B:
           B12A cannot start with S1;
           C3 must =A or B.
        (16) If D4B=C; D4A must =E.
        (17) If D4B=E; D4A must =C.
        (18) If D4B=C, D or E:
          a) if C7=1 and C8=N; C3 must =D
          b) otherwise C3 must =A.
        (19) If D4B=F;
          a) position 1 of B12A must =Y or Z,
          b) B12B must =C20 and
          c) positions 1 & 2 of B12D must =15, 16 or 17.

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D4C   1   ***Historically Black Colleges & Universities or Minority Institutions
                    (HBCU/MI) Set-Aside***
        (1) Valid Codes: A, B, C or blank.
        (2) If B5B=Y or B13A=6; D4C must be blank.
        (3) If B5B=N and B13A is not 6; D4C must =A, B or C.
        (4) If C8=K;
           D4A must =B, C or E ***or***
           D4B must =B, C or E ***or***
           D4C must =B or C.
        (5) If D1=A, B, C, D, F, L, V or Z; D4C must =A.
        (6) If D4B=B, C, D or E: D4C must =A.
        (7) If ~~b14=A, B or C and~~ B13A is not 9 and <u>B14=</u>B <u>and</u> D4C=B or C:
           C8 must =E, K ***or***
           C8 must =N and C9 must =2A, 3A, 5A, 6A or 7A;
           D1 must =U;
           D4A must =A and
           D4B must =A.
        (8) If B13A=9 and D4C=B or C:
           D1 must =U;
           D4A must =A and
           D4B must =A.

D4D   1   (reserved)

D4E   3   ***Premium Percent***
        (1) Must be 3 numeric digits or blank.
        (2) _If B5B=Y or B13A=6; D4E must be blank.
        (3) _If D1=B, C, D, F, L, V or Z; D4E must be blank.
        (4) _If D4B=A or B and D4C=A; D4E must be blank.
        (5) _If D4B=D; D4E must be greater than zero.
        (6) _If D4B=C or E; D4E must be equal to or greater than zero.
        (7) _If D4C=B or C; D4E must be equal to or greater than zero.
        (8) _D4E must not be greater than 100 (10%).

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D5   1   ***Ethnic Group***
        (1) Valid Codes: A, B, C, D, E, F, Z or blank.
        (2) If B1B=B or C or B5B=Y or B13A=6; D5 must be blank.
        (3) If B1B=A and B5B=N and D1=A; D5 must =A, B, C, D, E, F or Z.
        (4) If D1=B, C, D, F, L, M, U, V or Z; D5 must be blank.
        (5) If D4B=B; D5 must =A, B, C, D, E, F or Z.
        (6) If D4B=C, D or E; D5 must =A, B, C, D, E or F.

D6   1   ***Women-Owned Business***
        (1) Valid codes: Y, N, U or blank.
        (2) If B5B=Y or B13A=6; D6 must be blank.
        (3) If B5B=N and B13A is not 6; D6 must =Y, N or U.
        (4) If D1=D, F, L, U, V or Z; D6 must =N or U.
        (5) If D4C=B or C: D6 must =N or U.
        (6) If D6=Y; D1 must =A, B, C or M.

D7   1   ***Small Business Innovation Research (SBIR) Program***
        (1) Valid codes: A, B, C, D or blank.
        (2) If B1B=B or C; D7 must be blank.
        (3) If B5B=Y or B13A=6; D7 must be blank.
        (4) If B1B=A and B5B=N; D7 must =A, B, C or DC.
        (5) If B1B=A and D1=C, D, F, L, M, U, V or Z; D7 must =A.
        (6) If b14=A, B or C and B13A is not 9 and B14=B and D7=B, C or DC:
          C3 must =A;
          C8 must =K;
          D1 must =A or B; and
          1st pos. of B12A must =A, and 4th position of B12A cannot be 7
          or B12A may be 9999 if B5A=790238638 or 790238851.
        (7) If B13A=9 and D7=B, C or DC:
          C3 must =A;
          D1 must =A or B; and
          1st pos. of B12A must =A, and 4th position of B12A cannot be 7
          or B12A may be 9999 if B5A=790238638 or 790238851.
        (8) If D4B=B, C, D or E: D7 must =A.
        (9) If D4C=B or C: D7 must =A.

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D8   1   ***Subcontracting Plan - SB, SDB, or HBCU/MI***
   (1) Valid codes: A, B, C, D or blank.
   (2) If B5B=Y or B13A=6; D8 must be blank.
   (3) If B5B=N and B13A is not 6; D8 must =A, B, C or D.
   (4) If D1=C, D, F, U, V or Z; D8 must =A, B, C or D.
   (5) If D1=A, B, L or M; D8 must =B.
   (6) If D4B=B, C, D or E: D8 must =B.

D9   1   ***Demonstration Test Program***
   (1) Valid codes: Y, N or blank.
   (2) If B5B=Y or B13A=6; D9 must be blank.
   (3) If B5B=N and B13A is not 6; D9 must =Y or N.
   (4) If D9=Y; D1 must =A, B, C or D;
      B12A and/or B12D must be one of the following sets of conditions (included in the SBCDP
   (Designated Industry Groups (DIGs), Targeted Industry Categories (TICs), or Army dredging).
      a) B12D=15xx, 16xx or 17xx and B12A does not equal Y216 or Z216;
      b) B12D =1629 and B12A =Y216 or Z216;
      c) B12D=4212 or 4953 and B12A=S205;
      d) B12D=7389, 8711, 8712 or 8713 and B12A=C111 thru C216, C219, T002, T004, T008,
   T009, T014 or R404;
      e) B12D=3731 and B12A=J998 or J999;
      f) B12D=2834, 3483, 3489, 3511, 3724, 3761, 3769, 3795, 3812 or 4899.
   (5) If B1B=B or C and B13A=5; D9 must =N.
   (6) If D9=Y; B3 must be greater than 19890101.
   (7) If B12D=15xx, 16xx or 17xx and D9=Y; position 1 of B12A must be a letter.
   (8) If B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404 and B12D=7389,
   8711, 8712, or 8713 and B13A is not 9 and D9=Y; C8 must =D.
   (9) If D4B=F; D9 must =N.

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D10 1 ***Size of Small Business***
(1) Valid Codes: Blank, or one of the following:
Employees
   A 50 or fewer
   B 51 - 100
   C 101 - 250
   D 251 - 500
   E 501 - 750
   F 751 - 1000
   G over 1000
Annual Gross Revenues
   M $1 million or less
   N over $1m - $2m
   P over $2m - $3.5m
   R over $3.5m - $5m
   S over $5m - $10m
   T over $10m - $17m
   U over $17 million.
(2) If B5B=Y or B13A=6 or D1=C or D or D9=N; D10 must be blank.
(3) If D9=Y and D1=A or B:
 a) If B12D=3731 and B12A=J998 or J999; D10 must =A thru G.
 b) If B12D=2834, 3483, 3489, 3511, 3724, 3761, 3769, 3795 or 3812; D10 must =A thru G.
 c) If (a) or (b) does not apply; D10 must =M thru U.

D11 1 ***Emerging Small Business***
(1) Valid Codes: Y, N or blank.
(2) If B5B=Y or B13A=6 or D9=N; D11 must be blank.
(3) If B12D is one of the TICs of the SBCDP (2834, 3483, 3489, 3511, 3724, 3761, 3769, 3795, 3812 or 4899); D11 must be blank.
(4) If D9=Y and B12A and/or B12D is one of the following sets of conditions (included in the SBCDP (DIGs or Army dredging):
 a) B12D=15xx, 16xx or 17xx and B12A does not equal Y216 or Z216;
 b) B12D=1629 and B12A=Y216 or Z216;
 c) B12D=4212 or 4953 and B12A=S205;
 d) B12D=7389, 8711, 8712 or 8713 and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404;
 e) B12D=3731 and B12A=J998 or J999;
D1 must =A, B, C or D and
D11 must =Y or N.
(5) If D11 is coded Y; D1 must =A or B.

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Note: The following edits are for record positions 326-328.

     2   ***Report Month***
     (1) Must be numeric, 01 - 12.
     (2) All records in a data submission must have the same value.

     1   ***Reporting Function***
     (1) Must be 1 for Army Military Functions and Other Defense Agencies; 2 for Navy;
     3 for Air Force; 4 for DLA; and 5 for Army Civil Functions.

PART E

Note: The following fields are used for reporting preference awards in construction to Small Disadvantaged Businesses (E1 and E3) or preference awards to workshops for people who are blind or severely disabled (E2 and E3).

E1   11̶   ***Preference Award Value***
     (1) Must be an absolute value numeric field or blank.
     (2) If B5B=Y or B13A=6; E1 must be blank.
     (3) If D1 is not A; E1 must be blank.
     (4) If B13D is blank and D1=A and D4B=F; E1 must be greater than 100,000.
     (5) Amount must be in <u>whole</u> dollars.

E2   11̶   ***Set-Aside Value***
     (1) Must be an absolute value numeric field or blank.
     (2) If B5B=Y or B13A=6; E2 must be blank.
     (3) If D1 is not D; E2 must be blank.
     (4) If B13D is blank and D1=D and D4A=B or C; E2 must be greater than or equal to 25,000.
     (5) Amount must be in <u>whole</u> dollars.

E3   11̶   ***Next Low Offer***
     (1) Must be an absolute value numeric field or blank.
     (2) If E1 is blank and E2 is blank; E3 must be blank.
     (3) If B13D is blank and D1=A and D4B=F; E3 must be less than or equal to E1.
     (4) If B13D is blank and D1=D and D4A=B or C; E3 must be greater than E2.
     (5) Amount must be in <u>whole</u> dollars.

E4   11̶   ***Contingency Operation***
     (11̶) Valid codes: Y=Yes or blank.
     (2) If E4=Y; B6B must be alphabetic (overseas).
     (3) If E4=Y; absolute value of B8 must be greater than 200,000.

Part 3 - Instructions for Automating DD Form 1057

This part contains instructions for the automation of Monthly Procurement Summary DD Form 1057 reports required by DFARS 204.672.6.

Instructions for Preparing Summary Records of DD Form 1057 Actions, DD-A&T(M)1015.

a. <u>General</u>. Summary records, edited as prescribed below will be submitted to cover DD Form 1057 transactions for each month (non-cumulative). Electronic transmission of data will be coordinated with WHS/DIOR.

b. <u>Data Record</u>. Summary records representing total monthly transactions for each DoD Component will be completed as shown below:

<u>Description</u>	<u>Record Position</u>
Function	1
As of Date	
Year	2-5
Month	6-7
Section B, C, D, E, F or G	8
Line Number	9-10
Sub Line	11
Number of Actions	12-19
Dollar Value **(In Whole Dollars)**	20-30
Sub Function	31
blank	32

This page is reserved for DD Form 1057

Instructions for the Editing of DD Form 1057 actions.

a. <u>Individual Record Edit</u>.

Field Description	Record Position	Edit Criteria
Function	1	Must be 1 for Army Military Functions; 2 for Navy; 3 for Air Force; 4 for DLA; 5 for Army Civil Functions; and 6 for Other Defense Agencies (reported by Army).

As of date
  Year
  Month
	
	2-5
	6-7
		
		Must be four digit calendar year.
		Must be numeric 01 thru 12 for January thru December.

Section, Line, Sub Line	8-11	The code used must be left justified and blank filled to the right. They are as follows: B01, B02, B02a, B02b, B02c, B03, B03a, B03b, B03c, B03d, B03e, B04, B04a, B04b, B04c, B04d, B04e, B05, B05a, B05b, B05c, B05d, B05e, B06, B06a, B06b, B06c, B06d, B06e, B07, B07a, B07b, B07c, B07d, B07e, B08, C01, C01a, C01b, C01c, C01d, C02, C02a, C02b, C02c, C02d, C03, C03a, C03b, C03c, C03d, D01, D02, D03, D04, D05, E01, E01a, E01b, E02, E02a, E02b, E02c, E02d, E02e, E03, E04, E05,E06, F01, F02, F03, G01, G01a, G01b or G01c

Field Description	Record Position	Edit Criteria
Number of Actions	12-19	Must be 8 position numeric.
Dollar Value 1/ 2/	20-30	Must be 11 position numeric.
Sub Function	31	Reported by Army **ONLY** for function code 6. Must be: 2=DISA, 3=DSWA, 4=~~NI~~NIMA, 7=BMDO, A=AFR&TS, B=USUHS, C=CHAMPUS, D=USSOC, E=WHS, F=VCA, G=DESA, H=DARPA, J=OSIA, K=DeCA, M=AFRRI,~~ or~~ N=DoDDS or O=DFAS.

Footnotes:

1/ Average dollar value (Dollar Value divided by Number of Actions) must not be greater than $25,000, except as noted below.

2/ Contractual actions in support of an active declared contingency as defined in DFARS 213.000 and 213.001 may cause the average dollar value to exceed $25,000 on lines B05, B05a, B07, B07a, C01, C01c, C02, C02c, C03, C03c, G01, G01a, G01b or G01c.

b. Section Edits. Number of actions and dollar values.

Section B

Line B02 must equal lines B02a + B02b + B02c
Line B03 must equal lines B03a + B03b + B03c + B03d + B03e
Line B04 must equal lines B04a + B04b + B04c + B04d + B04e
Line B05 must equal lines B05a + B05b + B05c + B05d + B05e
Line B06 must equal lines B06a + B06b + B06c + B06d + B06e
Line B07 must equal lines B01 + B02 + B03 + B04 + B05 + B06
Line B07a must equal lines B03a + B04a + B05a + B06a
Line B07b must equal lines B03b + B04b + B05b + B06b
Line B07c must equal lines B03c + B04c + B05c + B06c
Line B07d must equal lines B03d + B04d + B05d + B06d
Line B07e must equal lines B03e + B04e + B05e + B06e
Line B08 must be less than or equal to B07 minus B07a.

Section C

Line C01 must equal lines C01a + C01b + C01c + C01d
Line C02 must equal lines C02a + C02b + C02c + C02d
Line C03 must equal lines C03a + C03b + C03c + C03d

Section E

Line E01 must equal E01a + E01b.
Line E02 must equal E02a + E02b + E02c + E02d + E02e.

Section G

Line G01 must equal lines G01a + G01b + G01c

c. Relationship Between Section Edits.

Lines B03b + B03c must be less than or equal to C01a.
Lines B04b + B04c must be less than or equal to C01b.
Lines B05b + B05c must be less than or equal to C01c.
Lines B06b + B06c must be less than or equal to C01d.
Lines D04 + D05 must be less than or equal to B06.
Lines C01 + C02 + C03 + B01 + B02 must equal B07.
Lines C01a + C02a + C03a must equal B03.
Lines C01b + C02b + C03b must equal B04.
Lines C01c + C02c + C03c must equal B05.
Lines C01d + C02d + C03d must equal B06.
Line D01 must be less than or equal to B03.
Line D02 must be less than or equal to B04.
Line D03 must be less than or equal to B05.
Line D04 must be less than or equal to E04.
Line D05 must be less than or equal to B06 minus E04.
Line E01 must be less than or equal to B03.
Line E02 must be less than or equal to B03.
Line E03 must be less than or equal to B03.
Line E04 must be less than or equal to B06.
Line E05 must be less than or equal to B06.
Line E06 must be less than or equal to B07.
If G01=ZERO; lLines F01 + F02 + F03 must be be less than or equal toto B07a.
Line G01 must be less than or equal to B05a.
Line G01 must be less than or equal to B07a.
Line G01a must be less than or equal to C01c.
Line G01b must be less than or equal to C02c.
Line G01c must be less than or equal to C03c.

Part 4 - Instructions for Automating DD Form 350 for Actions greater than $500 and less than or equal to $25,000 Under the Small Business Competitive Demonstration Program, P.L. 100-656.

This part contains instructions for the automation of Individual Contracting Action (DD Form 350) reports required by DFARS 204.6. The record is to be prepared in the same format as specified in Part 2 for actions of more than $25,000.

a. Individual Record Edit.

DD Form
   350
Block   Length   Title

PART A

A1   1   *Type of Report*
        (1) Valid Codes: 0 - Original DD 350 record, 1 - Cancelling or 2 - Correcting.
        (2) If A1=1 or 2; an original entry must have been previously submitted this fiscal year.
        (3) If A1=1; all remaining fields must be completed as in the original.
        (4) If A1=2; all changed fields and unchanged fields must be completed.

A2   4   *Report Number*
        (1) Right justified - zero filled.
        (2) Unique within FY for new records for a given contracting office.
        (3) Cannot be all zeros.

A3   5   *Contracting Office Code*
        (1) Left justified - blank filled.
        (2) Must be a valid code provided to WHS/DIOR prior to DD350 submission.

A4   *Name of Contracting Office*
        Not entered into system.

DD Form
  350
Block   Length   Title

PART B

B1 Contract Identification Information

B1A   15   *Contract Number*
(1) Left justified - blank filled.
(2) No embedded blanks or special characters.
(3) B1A must be 13 characters.
(4) Positions 1 thru 6 of B1A must be a valid code identifying the department/agency that issued the instrument.
(5) Positions 7 & 8 of B1A must be the last 2 digits of FY in which initial contract number was assigned.
(6) Position 9 of B1A, Type of Instrument code, must be listed in DFARS 204.7003.
(7) Position 9 of B1A must not be the letters **B, F, I, J, N, O, Q, R, T, U or Y.**
(8) Position 10 of B1A cannot be the letters **I** or **O**.

B1B   1   *Origin of Contract*
          Not required, leave blank.

B2   19   *Modification, Order, or Other ID Number*
(1) No embedded blanks or special characters.
(2) May be blank.
(3) Positions 1 thru 6 of B2:
   a) may be used for reporting modification numbers from the contracting or administration office
or
   b) may be used for reporting order or call numbers and modifications to order or call numbers.

B3   8   *Action Date* (YYYYMMDD)
(1) Must be eight numeric digits.
(2) Positions 1 thru 4 of B3 must not be greater than current calendar year.
(3) Positions 3 & 4 of B3 must be equal to or greater than positions 7 & 8 of B1A, except 1st quarter action dates (1 Oct thru 31 Dec) year may be 1 less than position 7 & 8 of B1A.
(4) Positions 5 & 6 of B3 must be numeric, 01 thru 12, representing the calendar month.
(5) Positions 7 & 8 of B3 must not be greater than the last day of the month.
(6) If A1=2; B3 must be equal to the month of original record.

B4   8   *Completion Date*
         Not required, leave blank.

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Block   Length   Title

B5 Contractor Identification Information

B5A   9   ***Contractor Identification Number***
             (1) Dun & Bradstreet Corp. Data Universal Numbering System (**DUNS**) code:
               a) must be 9 numeric digits; and
               b) position 9 of B5A is a MOD 10 + 5 check digit.

                    MOD 10 + 5 Check Digit Calculation

0	4	9	9	7	7	4	7
x1	x2	x1	x2	x1	x2	x1	x2
0	+8	+9	+1+8	+7	+1+4	+4	+1+4	= 47

                    50 - 47 = 3 + 5   3 and 8 = check digit
                    DUNS = 04-997-7478

B5B   1   ***Government Agency***
             Not required, leave blank.

B5C   5   ***Commercial and Government Entity (CAGE) Code***
             Not required, leave blank.

B5D   30   ***Contractor Name***
             (1) Must not be blank.

B5E   51   ***Contractor Address***
             (1) Enter complete address.
             (2) Positions 1 thru 26 of B5E must contain street address and cannot be blank.
             (3) Positions 27 thru 40 of B5E must contain city name and cannot be blank.
             (4) Positions 41 & 42 of B5E must contain state/country abbreviation and cannot be blank.
             (5) Positions 43 thru 47 of B5E may contain postal Zip code or may be blank.
             (6) Positions 48 thru 51 of B5E may contain postal Zip code extension or may be blank.

B5F   9   ***TIN***
             Not required, leave blank.

B5G   9   ***Parent TIN***
             Not required, leave blank.

B5H   30   ***Parent Name***
             Not required, leave blank.

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Block   Length   Title

B6   Principal Place of Performance

B6A   5   *City or Place Code*
                (1) Valid codes: FIPS Pub 55
                (2) Do not use FIPS Pub 55 location codes where the first position of the class code =X or Z.
                (3) If city or locality is not listed or where the first position of the class code =X or Z; find the
                appropriate county and enter 5-digit numeric county code.

B6B   2   *State/U.S. Outlying Area Code*
                (1) See attachments A and B.
                (2) For U.S. outlying areas see attachment B.
                (3) If B6B=11 (Washington, DC); B6A must =50000.
                (4) Classified domestic may be 98.
                (5) If B6B=98; B6A must be blank.

B6C   30   *City or Place & State Name*
                (1) Must <u>not</u> be blank.
                (2) Enter city and state for U.S. and U.S. outlying areas.

B7   1   *Type of Obligation*
                (1) Valid codes: 1 - obligation or 2 - deobligation.

B8   11   *Total Dollars* **(In Whole Dollars)**
                (1) Must be an absolute value numeric field, greater than 499 and less than 25001.
                Note: $500.01 - $500.49 is rounded to 500)

B9   1   *Foreign Military Sale*
                Not applicable, leave blank.

B10   1   *Multiyear Contract*
                Not applicable, leave blank.

B11   11   *Total Multiyear Value*
                Not applicable, leave blank.

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<u>Block</u>   <u>Length</u>   <u>Title</u>

B12 <u>Principal Product or Service</u>

B12A   4   ***FSC or SVC Code***
          (1) Valid codes: Section 1, DoD Procurement Coding Manual (MN02).
          (2) Must be any code starting with Y or Z except Y216 or Z216; or C111, C112, C113, C114,
          C115, C116, C117, C118, C119, C121, C122, C123, C124, C129, C130, C211, C212, C213,
          C214, C215, C216, C219, J998, J999, R404, S205, T002, T004, T008, T009, T014, F015, P400
          or P500.

B12B   3   ***DoD Claimant Program Code***
          Not required, leave blank.

B12C   3   ***Program, System or Equipment Code***
          Not required, leave blank.

B12D   4   ***Standard Industrial Classification (SIC) Code***
          (1) Must be one of the following:
            a) 15xx, 16xx or 17xx;
            b) 4212 or 4953;
            c) 7389, 8711, 8712 or 8713; or
            d) 3731.

B12E   ***FSC or SVC Description***
          Not entered into system.

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B13   Kind of Contract Action

B13A   1   *Contract/Order*
(1) Valid codes: 1, 3, 4, 5 or 9.
(2) If position 9 of B1A=A, M, W, P, or V; B13A must =9.
(3) If B13A=9;
  a) B3 must be greater than 19950702 and
  b) position 9 of B1A must =A, M, P, W or V.
(4) If position 9 of B1A=C; B13A must =1 or 3.
(5) If position 9 of B1A=D; B13A must =3 or 5.
(6) If position 9 of B1A=E; B13A must =3.
(7) If position 9 of B1A=L; B13A must =3.
(8) If position 9 of B1A=G or H; B13A must =4.
(9) If B13A=4: 9th position of B1A must =G or H.

B13B   1   *Type Indefinite Delivery Contract*
(1) Valid codes: A - Requirements Contract, B - Indefinite Quantity Contract, C - Definite
Quantity Contract or blank.
(2) If position 9 of B1A=D and B13A=3; B13B must =A, B or C.
(3) If B13A=5; B13B must =A, B or C.
(4) If B13A is not 3 or 5; B13B must be blank.

B13C   1   *Multiple/Single IDC*
(1) Valid codes: M - Multiple Award, S - Single Award or blank.
(2) If B13B=A, B or C; B13C must =M or S.

B13D   1   *Modification*
(1) Valid codes: A, B, C, D, E, F, G, H, J or blank.
(2) If B13D=A, B, C, D, E, F, G, H or J; B2 must not be blank.
(3) If B13A=1; B13D cannot be J
(4) If B13D=J; B13A must =3 and positions 1 & 2 of B2 must ="PZ".
(5) If B13A=1, 3 or 9 and B2 is blank; B13D must be blank.
(6) If B13A=1, 3 or 9 and B13D is blank; B7 must =1.
(7) If B13A=1 or 3 and B13D is blank; action will be verified to preclude reporting of multiple
definitive actions for the same contract. (WHS/DIOR internal use - refer to ODDP/CPA)
(8) If B13D=E; B7 must =2.

B14   1⅟   *CICA Applicability*
(1) V̶Valid codes: B or C.
(2) If B13A=9; B14 must =C.
(3) If B14=C; B13A must =9.

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PART C

C1   1   *Synopsis*
      Not required, leave blank.

C2   1   *Reason Not Synopsized*
      Not required, leave blank.

C3   1   *Extent Competed*
      (1) Valid Codes: A, B, C or D.

C4   1   *Sea Transportation*
      Not required, leave blank.

C5   1   *Type of Contract*
      (1) Valid codes: A, J, K, L, R, S, T, U, V, Y or Z.

C6   1   *Number of Offerors Solicited*
      Not required, leave blank.

C7   3   *Number of Offers Received*
      (1) Must be 001 thru 999.

C8   1   *Solicitation Procedures*
      (1) Valid Codes: A, B, C, D, E, F, G, K, N or blank.
      (2) If B13A=9; C8 must be blank.
      (3) <u>If C7 and C8 are not blank; B14 must =B</u>.
      (4) If ~~C7 is not blank and~~ C8 is blank; B13A must =9 and B14 must =C.
      (5~~4~~) If B13A is not=9; C8 must =A, B, C, D, E, F, G, K or N.
      (6~~4~~) If C7=1 and C8=N; C3 must not be A.
      (7~~5~~) If C8=A, B, C, D, E, F, G or K; C3 must =A.
      (8~~6~~) If C8=D; B12A must =C1--,C2--, T002, T004, T008, T009, T014 or R404.

C9   2   *Authority for Other Than Full & Open Competition*
      (1) Valid Codes: 1A, 1B, 1C, 1D, 1E, 1F, 1G, 2A, 3A, 4A, 5A, 5B, 6A, 7A or blank.
      (2) If B13A=9; C9 must be blank.
      (3) If C8=A thru K; C9 must be blank.
      (4) If C7=1 and C8=N and C9=1A, 1B, 1C, 1D, 1F, 1G, 2A, 3A, 6A or 7A; C3 must =C or D
      (5) If C7 greater than 1 and C8=N and C9 is not 1E, 4A, 5A or 5B; C3 must =A.
      (6) If C8=N; C9 must =1A, 1B, 1C, 1D, 1E, 1F, 1G, 2A, 3A, 4A, 5A, 5B, 6A or 7A.
      (7) If C9=7A; this action will be flagged for verification. (WHS/DIOR internal use - refer to ODDP/CPA)

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C10   1   ***Subject to Labor Standards Statutes***
                 (1) Valid codes: A, C, D or Z.
                 (2) If C10=D; position 1 of B12A must =Y or Z or B12A must =F015, P400, or P500.

C11   1   ***Certified Cost or Pricing Data***
                 Not applicable, leave blank.

C12   1   ***Contract Financing***
                 Not applicable, leave blank.

C13   Foreign Trade Data

C13A   1   ***Place of Manufacture***
                 Not required, leave blank.

C13B   2   ***Country of Origin***
                 Not required, leave blank.

C14   1   ***Commercial Items***
                 Not applicable, leave blank.

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Block   Length   Title

PART D

D1   1   *Type of Business*
                (1) Valid codes: A, B, C, D, F, U, V or Z.
                (2) If D1=A, B, C, D, F, U, V or Z; B6B must represent a location inside the U.S., (see B6B).

D2   1   *Reason Not Awarded to Small Disadvantaged Business (SDB)*
                Not required, leave blank.

D3   1   *Reason Not Awarded to Small Business Concern (SB)*
                Not required, leave blank.

D4   Preference Program

D4A   1   *Type of Small Business Set-Aside*
                (1) Valid Codes: A, B, C, E or Y.
                (2) If B13A=9; D4A must =A, B, E or Y.
                (3) If D4A=B, C, E or Y:
                  a) if C7=1 and C8=N; C3 must =D;
                  b) if C7 greater than 1; C3 must =A.
                (4) If B13A is not 9 and D4A=E;
                  C8 must =D, E, G, K *or*
                  C8 must =N and C9 must =2A, 3A, 6A or 7A; *and*
                  D1 must =A.
                (5) If B13A=9 and D4A=E;
                  D1 must =A.
                (6) If B13A is not 9 and D4A=B or C;
                  C8 must =D, E, G, K *or*
                  C8 must =N and C9 must =2A, 3A, 6A or 7A; *and*
                  D1 must =A, B or D.
                (7) If B13A=9 and D4A=B;
                  C3 must =A; and
                  D1 must =A, B or D.
                (8) If B13A is not 9 and D4A=Y:
                  C8 must =D, E, G, K or
                  C8 must =N and C9 must =2A, 3A, 6A or 7A; and
                  D1 must =A or B.
                (9) If B13A=9 and D4A=Y:
                  D1 must =A or B.
                (10) If D1=C, F, U, V or Z; D4A must =A.

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<u>Block</u>   <u>Length</u> <u>Title</u>

D4B   1   ***Type of Small Disadvantaged Business Set-Aside Preference***
        (1) Valid Codes: A, B, C, D, E or F.
        (2) If D1=C, F, U, V or Z; D4B must =A.
        (3) If D4A=E: D4B must =C.
        (4) If D4B=B; C3 must =A or B.
        (5) If D4B=B, C, D, E or F: D1 must =A.
        (6) If D4B=B, D or F; D4A must =A.
        (7) If B13A is not 9 and D4B=C or E;
          C8 must =D, E, G, K ***or***
          C8 must =N and C9 must =2A, 3A, 6A or 7A.
        (8) If B13A is not 9 and D4B=B:
          C8 must =K ***or***
          C8 must =N and C9 must =5A.
        (9) If D4B=C; D4A must =E.
        (10) If D4B=E; D4A must =C.
        (11) If D4B=C, D or E:
          a) if C7=1 and C8=N; C3 must =D
          b) otherwise C3 must =A.
        (12) If D4B=F;
          a) position 1 of B12A must =Y or Z and
          b) position 1 & 2 of B12D must =15, 16 or 17.

D4C   1   ***Historically Black Colleges & Universities or Minority Institutions
                (HBCU/MI) Set-Aside***
        (1) Valid Codes: A, B or C.
        (2) If C8=K;
          D4A must =B, C, E or Y ***or***
          D4B must =B, C or E ***or***
          D4C must =B or C.
        (3) If D1=A, B, C, D, F, V or Z; D4C must =A.
        (4) If D4B=B, C, D or E; D4C must =A.
        (5) If B13A is not 9 and D4C=B or C;
          C8 must =E, K ***or***
          C8 must =N and C9 must =2A, 3A, 6A or 7A;
          D1 must =U,
          D4A must =A and
          D4B must =A.
        (6) If B13A=9 and D4C=B or C;
          D1 must =U;
          D4A must =A and
          D4B must =A.

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D4D   1   (reserved)

D4E   3   ***Premium Percent***
              Not applicable, leave blank.

D5   1   ***Ethnic Group***
              Not required, leave blank.

D6   1   ***Women-Owned Business***
              (1) Valid codes: Y, N or U.
              (2) If D1=D, F, U, V or Z; D6 must =N or U.
              (3) If D4C=B or C; D6 must =N or U.
              (4) If D6=Y; D1 must =A, B or C.

D7   1   ***Small Business Innovation Research (SBIR) Program***
              Not applicable, leave blank.

D8   1   ***Subcontracting Plan - SB, SDB, or HBCU/MI***
              Not applicable, leave blank.

D9   1   ***Demonstration Test Program***
              (1) Valid codes: Y or N.
              (2) If D9=Y; D1 must =A, B, C or D;
                B12A and/or B12D must be one of the following sets of conditions (included in the SBCDP
              (DIGs)):
                a) B12D=15xx, 16xx or 17xx and B12A does not equal Y216 or Z216;
                b) B12D=4212 or 4953 and B12A=S205;
                c) B12D=7389, 8711, 8712 or 8713 and B12A=C111 thru C216, C219, T002, T004, T008,
              T009, T014 or R404;
                d) B12D=3731 and B12A=J998 or J999.
              (3) If D9=Y; B3 must be greater than 19890101.
              (4) If B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404 and B12D=7389,
              8711, 8712, or 8713 and B13A is not 9 and D9=Y; C8 must =D.
              (5) If D4B=F; D9 must =N.

DD Form
  350
<u>Block</u>   <u>Length</u>   <u>Title</u>

D10   1   ***Size of Small Business***
       (1) Valid Codes: Blank or one of the following:
       Employees
              A   50 or fewer
              B   51 - 100
              C 101 - 250
              D 251 - 500
              E 501 - 750
              F 751 - 1000
              G over 1000
       Annual Gross Revenues
              M $1 million or less
              N over $1m - $2m
              P over $2m - $3.5m
              R over $3.5m - $5m
              S over $5m - $10m
              T over $10m - $17m
              U over $17 million
       (2) If D1=C or D or D9=N; D10 must be blank.
       (3) If D9=Y and D1=A or B:
         a) If B12D=3731 and B12A=J998 or J999; D10 must =A thru G.
         b) If (a) does not apply; D10 must =M thru U.

D11   1   ***Emerging Small Business***
       (1) Valid Codes: Y, N or blank.
       (2) If D9=N; D11 must be blank.
       (3) If D9=Y; D11 must =Y or N.
       (4) If D11=Y; D1 must =A or B.

Note: The following edits are for record positions 326-328.

       2   ***Report Month***
       (1) Must be numeric, 01 - 12.
       (2) All records in a data submission must have the same value.

       1   ***Reporting Function***
       (1) Must be 1 for Army Military Functions and Other Defense Agencies; 2 for Navy;
       3 for Air Force; 4 for DLA; and 5 for Army Civil Functions.

DD Form
  350
<u>Block</u>   <u>Length</u>   <u>Title</u>

PART E

E1   1~~1~~   *Preference Award Value*
          Not applicable, leave blank.

E2   1~~1~~   *Set-Aside Value*
          Not applicable, leave blank.

E3   1~~1~~   *Next Low Offer*
          Not applicable, leave blank.

E4   1   *Con~~n~~tingency Operation*
          Not applicab~~l~~le, leave blank.